



CITY OF ATLANTA

OFFICE OF CONTRACT COMPLIANCE
55 TRINITY AVENUE, SW, SUITE 1700
ATLANTA, GEORGIA, 30303
OFFICE (404) 330-6010

SBE Application (A)

Greetings prospective City of Atlanta certified Small Business Enterprise applicant:

The first step in having your business certified with the City of Atlanta is to obtain a City of Atlanta vendor number (supplier ID). The procedure to obtain a Supplier ID is a free, automated process that can be accomplished on-line. To register with the City of Atlanta and receive a vendor number, please do the following:

- 1) Go to the City's website: www.atlantaga.gov
- 2) Click on the link "Doing Business" drop down to Suppliers
- 3) Click on the link "Registration"
- 4) IRS Form W-9 is required for processing the Supplier ID Registration application

For information regarding the **Supplier ID Registration phase only**, Please contact Seana Nash in the Department of Procurement at snash@atlantaga.gov or 404-330-6203.

Your business must be located within one of the following twenty county areas to be considered for certification in the City of Atlanta Small Business Enterprise Program. The twenty county areas includes: Barrow, Bartow, Carroll, Cherokee, Clayton, Coweta, Cobb, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Newton, Paulding, Pickens, Rockdale, Spalding and Walton counties.

ALL questions on the SBE self-certification application must be answered completely and ALL requested documentation must accompany the application. Submit the completed application and documentation to the Office of Contract Compliance. Failure to complete portions of the application and provide the required documentation will delay the certification process or result in denial of certification. Please contact the Mayor's Office of Contract Compliance at: (404) 330-6010 if you have any questions regarding the SBE self-certification process.

Very sincerely,

The Office of Contract Compliance

**City of Atlanta
Office of Contract Compliance**

Small Business Enterprise Self-Certification Application (A)

**(To Be Completed If Applicant Is NOT Currently An 8(a) firm or
HUBZone firm with the United States Small Business Administration)**

Business Name: _____

Street Address (including City, State, ZIP): _____

Mailing Address (including City, State, ZIP): _____

Telephone Number: _____ Fax Number: _____

City of Atlanta Supplier Identification Number: _____

Dun & Bradstreet Number: (Optional) _____

Federal Tax ID Number: _____

Please list up to three (3) NAICS Codes and corresponding business descriptions below:

Name and Title of Contact Person: _____

E-mail address of Contact Person: _____

Business Owner's Ethnicity _____ Gender _____

All City of Atlanta SBE Self-Certification applicants must review the SBA revenue and number of employee size standards identified by the North American Industry Classification System (NAICS) codes and ensure that, inclusive of any affiliates as defined by 13 C.F.R. Sec. 121.103, their organization does not exceed the applicable size standards for their industry pursuant to 13 C.F.R. § 121.201 (and further explained in 13 C.F.R. §§ 121.104 through 121.107). The standards may be accessed by visiting the Office of Contract Compliance (OCC) webpage at: <http://www.atlantaga.gov/index.aspx?page=130> . When you navigate to the OCC webpage, click on the link to [\(e-CFR\)](#)

Certification Statement:

(To Be Completed By An Officer of the Organization)

I, _____ (insert name of person making this certification statement), am authorized and have personal knowledge sufficient to make this certification on behalf of the above-named business.

Inclusive of any affiliates (as defined by [13 CFR § 121.103](#)), the above-named business meets the size standards for a small business enterprise, as defined in [Atlanta City Code § 2-1357](#) and [13 C.F.R. § 121.201](#) (as further explained in 13 CFR §§ 121.104 through 107).

I declare under penalty of perjury under the laws of the State of Georgia that the information provided in this form is true, complete, and correct.

Signature: _____

Title: _____

Date: _____

Completed SBE Applications may be mailed or presented; NO faxed copies accepted:

**The City of Atlanta
Mayor's Office of Contract Compliance
55 Trinity Avenue
Suite 1700
Atlanta, GA 30303**